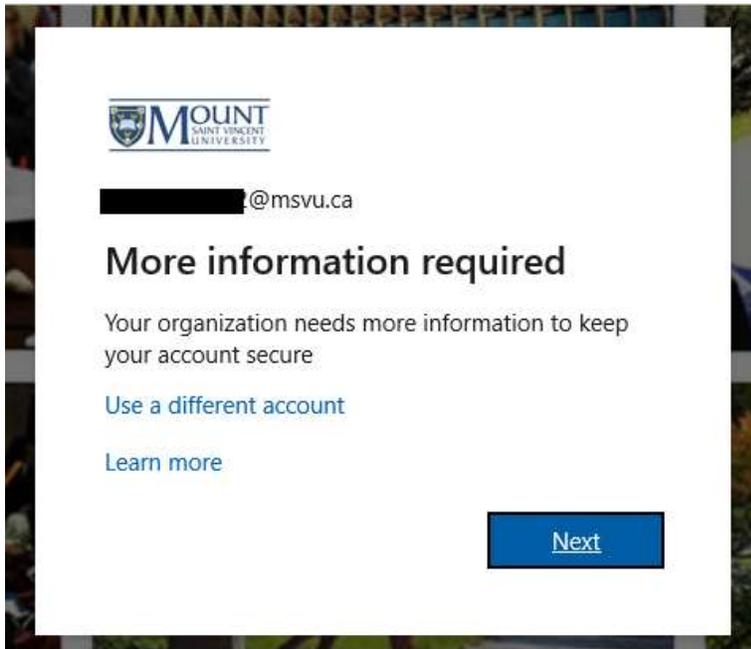


Self-Service Password Reset Tool Registration Steps

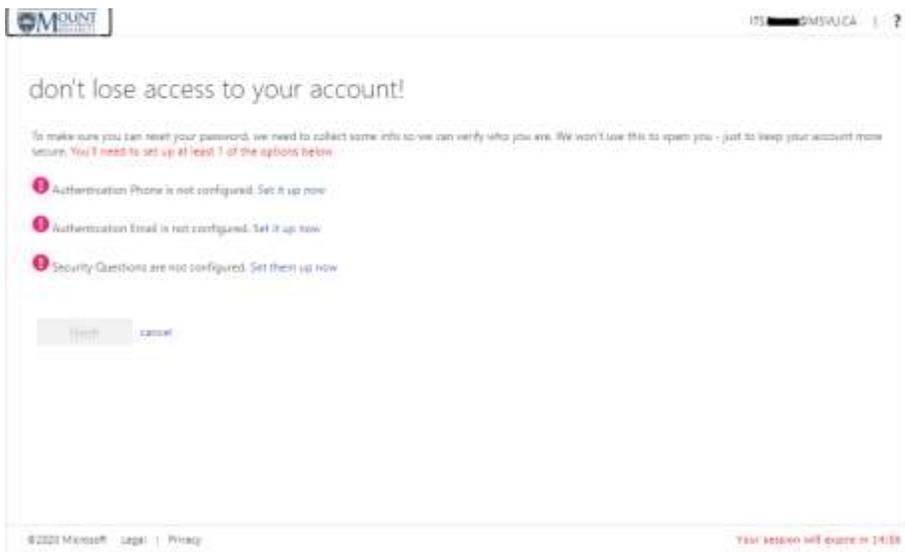
Before you can use SSPR you will have to confirm your authentication methods. The first time you login to myMount/Office 365, you will be guided to setup you SSPR options.

1. When presented with this screen when you login to mymount/office 365 using your email address and password, click on **Next**



2. You will be presented with the **Don't lose access to your account screen**. It is recommended to set-up at least two of the options listed.

Note: If the text says "We're sorry, but your administrator has not enabled you to register at this time." Please wait up to 30 minutes to allow the systems to synchronize, and try again. If it still says the same message, please contact the Helpdesk.



3. HOW TO CONFIGURE YOUR SECURITY QUESTIONS

Beside the “! Security questions are not configured”, click on **Set them up now**.

Next select the dropdown for the available questions and type in your answer in the next field. Repeat and choose two more Security questions, put in your answers, and click **Save answers**

don't lose access to your account!

Please select questions to answer below. Your admin requires you to set up 3 questions, and answers must be at least 3 characters long.

Security question 1

What was the name of your first pet?

Goldie

Security question 2

Security question 3

back

back

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

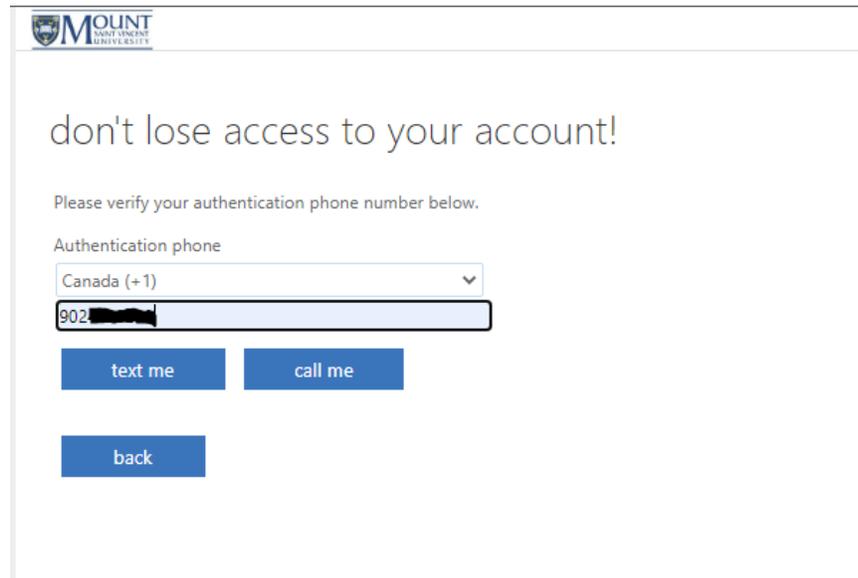
- ! Authentication Phone is not configured. [Set it up now](#)
- ! Authentication Email is not configured. [Set it up now](#)
- ✓ 3 Security Questions are configured. [Change](#)

finish cancel

4. HOW TO CONFIGURE YOUR AUTHENTICATION PHONE

Beside “! Authentication phone is not configured” click on **Set it up now**.

For most people choose Canada (+1) and then enter in your area code and phone number. Select **text me** if your phone is txt capable and you will receive a txt message with the code or choose **call me** and you will be called and a number code will be read off to you.



 MOUNT SAINT VINCENT UNIVERSITY

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

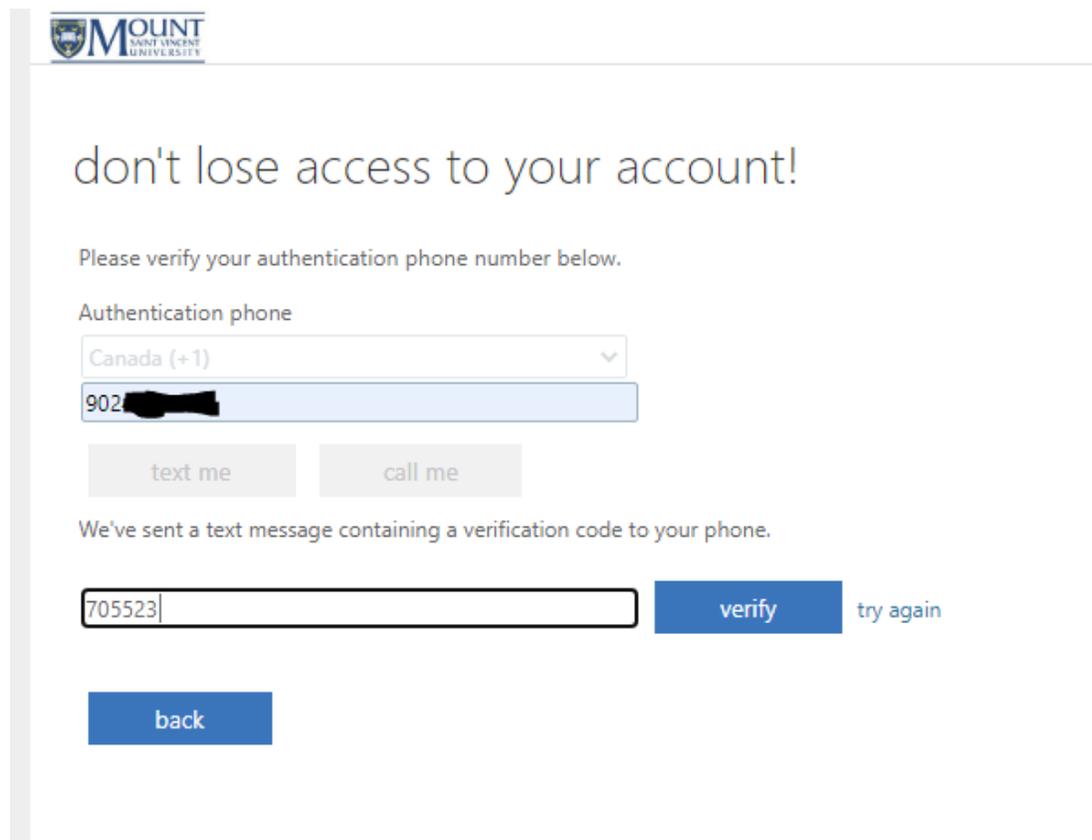
Canada (+1) ▼

902 [REDACTED]

text me call me

back

Put in the code that was sent to you by text or that was read off to you from the call and click **Verify**



 MOUNT SAINT VINCENT UNIVERSITY

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Canada (+1) ▼

902 [REDACTED]

text me call me

We've sent a text message containing a verification code to your phone.

705523 verify try again

back

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

 Authentication Phone is set to +1 902 [REDACTED]. [Change](#)

 Authentication Email is not configured. [Set it up now](#)

 3 Security Questions are configured. [Change](#)

[finish](#)

[cancel](#)

5. HOW TO CONFIGURE YOUR AUTHENTICATION EMAIL

You could also choose to setup an Authentication email, if you would like to have that as a third option but it is not necessary. Click on **finish**, your SSPR is all setup now.



6. It is recommended to logout now. Click on  and click on **Sign out**.
7. Close the browser window.
8. Log back into mymount/office 365 as normal.